

Massachusetts Advocates for Children B-SET Project Consultant

About B-SET

B-SET (Boston Special Education Transition) for Career Network is an initiative of Massachusetts Advocates for Children (MAC). MAC is the convener of a collaborative of approximately 50 organizations focused on the goal of expanding access to post-secondary education and career opportunities for Boston youth and young adults with disabilities.

The collaborative is comprised by representatives from Boston Public Schools (BPS), disability service agencies at state and local levels, youth service organizations, the business community, state agencies, organized labor, workforce training and intermediary organizations, disability advocates and city government.

About the Position

The B-SET Project Consultant is responsible for general guidance and oversight of 3 “Operational Groups (OG),” and organizing the content of 4-6 meetings of the Coordinating Committee and 2 meetings of the Network per year. The consultant is also responsible for maintaining an integrated overview of B-SET initiatives. The 3 OGs work on:

1. Employer & business engagement;
2. System navigation and family support; and
3. Expanding access to career pathways and increasing disability inclusion in youth development and post-secondary settings.

This is a part time consultant position of approximately two days per week, pending funding. MAC’s Executive Director is responsible for liaising with BPS but consultant attends meetings.

Tasks

- Organize Network meeting content and panels 2x/year in collaboration with MAC ED or their designee (logistics handled by MAC staff)
- Organize Coordinating Committee meeting content 4-5x/yr in collaboration with MAC ED or their designee as well as writing meeting minutes (logistics handled by MAC staff)
- Develop agenda for regular B-SET planning calls/meetings
- Communicate with MAC ED or their designee about OG statuses, projects and operations
- Attend meetings of the 3 OGs to better understand their focus, roles and projects and to provide guidance based on B-SET Action Plan and OG developed goals
- Be knowledgeable about OG-specific projects
- Manage volunteer(s) who provide staff support to one or more of the OGs (periodic meeting/phone calls)

Skills & Experience

- Extremely organized
- Program/project management
- Comfort/flexibility adapting to change
- Communication skills: oral, writing, notetaking, synthesizing meeting discussions
- Meeting/group facilitation
- Knowledge of disability inclusion and workforce development
- Previous experience working in coalition/collaboration preferred

The deadline for receiving applications is Friday, January 18. Massachusetts Advocates for Children is committed to creating a diverse work environment and is proud to be an equal opportunity employer. Please send cover letter and resume by Friday, January 18 to Johanne Pino at jpino@massadvocates.org.